

SUPERIOR COURT  
OF THE  
STATE OF DELAWARE

HENRY duPONT RIDGELY  
PRESIDENT JUDGE

COURT HOUSE  
DOVER, DE 19901

ADMINISTRATIVE DIRECTIVE  
OF THE  
PRESIDENT JUDGE OF THE SUPERIOR COURT  
OF THE STATE OF DELAWARE

NO. 96-3

SUPERIOR COURT TRAVEL EXPENSES POLICY

This 24<sup>th</sup> day of September, 1996,

This policy supersedes Administrative Directive 94-2. The purpose of this policy is to provide guidelines under which Judges and Staff will be reimbursed for authorized travel expenses. In addition to these guidelines, specific procedures with regard to incurring and reporting travel expenses are provided. This policy relates only to travel expenses which are reimbursable from the Superior Court Budget.

**A. Out-of-State Travel**

1) By Personal Automobile:

Mileage will be reimbursed at the rate of \$.20 per mile. Total mileage will be based upon the actual odometer reading.

2) By Rental Automobile:

Commercial rental vehicles may be used for or during out-of-state travel. Expenses are to be charged to state travel card when possible. A receipt is required for reimbursement of expenses incurred. Optional insurance must be declined.

State of Delaware fleet vehicles can also be used for out-of-state travel. Appropriate approvals must be obtained and all Fleet Management procedures must be followed. A copy of Fleet

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Management's procedures and policies manual is kept in each vehicle. Please ensure that you are familiar with the information given. Also, please ensure that you know your PIN number in order to use the gas card (found in each vehicle). Personal reimbursement for the purchase of gasoline will only be accepted by Fleet Management under certain conditions. Reimbursement of personal expense for gasoline for fleet vehicles will not be honored by the Superior Court.

3) Common Carrier - Ground and Air:

This category includes airfare, train, shuttle, taxi, and bus service. Air travel is to be coach class only. A receipt is required for reimbursement of expenses incurred.

Travel arrangements must be booked through the state's travel management vendor, unless provided by the conference package. The cost can be billed directly to the Superior Court Administrator or charged to the individual's state travel card.

4) Lodging:

Arrangements for lodging must be booked through the state's travel management vendor unless provided by the conference lodging package. Reimbursable expenses are at the single rate cost of the lodging plus any applicable taxes. A receipt is required for reimbursement of expenses incurred.

5) Food:

The per diem rate is \$45.00 per day (food and gratuities) without receipt. If the location or circumstances are such that \$45.00 per day is not adequate, actual costs will be reimbursed only when all meals are receipted.

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6) Incidentals:

- |           |   |  |
|-----------|---|--|
| Tolls     | - | Reimbursable when receipted.   |
| Laundry   | - | Costs are reimbursable only when time spent out-of-state exceeds seven (7) nights. <u>Receipt is required.</u>   |
| Gratuity  | - | Reasonable and customary gratuities for baggage handling, taxi, shuttle, room cleaning, etc. are reimbursable without a receipt.   |
| Telephone | - | Business related telephone calls are reimbursable. A receipt from the telephone service provider is required if itemization of the calls is not included on the hotel/motel billing. Collect calls to the Superior Court are encouraged. |

Personal telephone calls while on overnight travel are reimbursable with a receipt from the telephone service provider or if included on the hotel/motel billing invoice at the rate of \$5.00 for each calendar day. Telephone charges may be aggregated for reimbursement purposes, but the aggregate charges shall not exceed the daily rate multiplied by the number of days required for out-of-state travel.

Under exceptional circumstances, the reimbursement rate for personal telephone

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calls may be exceeded, upon obtaining the written approval of the President Judge.

7) Registration:

It is the policy of Superior Court to prepay conference and registration fees whenever possible. Sufficient notice must be given to the accounting section to allow for routine processing of such payments. If an out-of-pocket payment is made for these costs, a receipt is required for the reimbursement of the expenses incurred.

8) Travel Advances:

Travel advances are not allowed.

All Superior Court personnel must use the state travel card when possible when traveling out-of-state. All travel arrangements for common carrier and lodging are to be made through the state's travel management services vendor.

Vouchers for personal expenses should be submitted for processing as soon as possible after the completion of the travel.

All out-of-state travel requests are to be submitted to the President Judge for prior approval using the attached Travel Request Form.

**B. In-State Travel**

1) By Personal Automobile:

Mileage will be reimbursed at the rate of \$.20 per mile. Total mileage will be based upon actual odometer reading. Whenever

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practicable, employees should share vehicles when traveling to and from the same event or destination in order to reduce the cost of travel. Use of a state fleet vehicle is encouraged, particularly when round-trip mileage is expected to exceed 100 miles.

2) By Rental Automobile:

Reimbursement will not be allowed for the use of a commercial rental vehicle within the state. A state fleet vehicle must be used if an automobile is needed. Fleet Management procedures are to be followed when using a fleet vehicle. A copy of Fleet Management's procedures and policies manual is kept in each vehicle. Please ensure that you are familiar with the information given. Also, please ensure that you know your PIN number in order to use the gas card (found in each vehicle). Personal reimbursement for the purchase of gasoline will only be accepted by Fleet Management under certain conditions. Reimbursement of personal expense for gasoline for fleet vehicles will not be honored by the Superior Court. Send a copy of all fleet reservation forms to the Fiscal Administrator in the Court Administrator's Office.

3) Lodging:

Reimbursable expenses are at the single rate cost of the lodging plus any applicable surcharges. Prior written approval of the President Judge, or his designee, must be obtained. A receipt is required.

4) Meals:

Breakfast is reimbursable only on overnight trips. Lunch is not reimbursable, except when food is provided as part of a conference or registration fee, unless such a conference is primarily intended for state employees. Dinner is reimbursable when the

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employee's assigned duties detain him/her beyond 5:00 p.m. outside a 30 mile radius of his/her assigned work location, or when the employee is detained at the direction of a supervisor beyond 7:00 p.m. at his/her assigned work location, or when attendance at an official working dinner meeting after 6:00 p.m. is mandated by the President Judge or his designee. Receipts are required for all in-state meals.

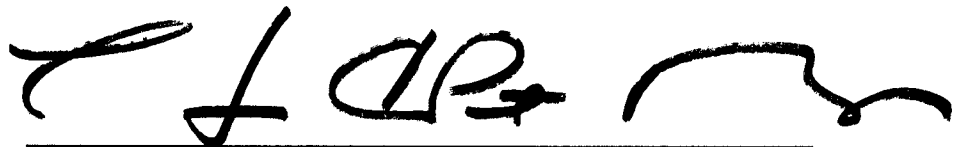
5) Incidentals:

Parking - Parking costs incurred at the employee's assigned work site are not reimbursable. Parking costs incurred at other work sites are reimbursable when receipted. Parking meter costs incurred at other work sites are reimbursable up to \$5.00 per week per employee.

6) Registration:

It is the policy of the Superior Court to prepay conference and registration fees whenever possible. Sufficient notice must be given to the accounting section to allow for routine processing of such payments. If an out-of-pocket payment for these costs is made, a receipt is required for the reimbursement of the expense incurred.

Any questions or inquiries relating to this travel policy should be directed to Thomas J. Ralston, Superior Court Administrator, at 577-2400, ext. 252.



\_\_\_\_\_  
President Judge

xc: Superior Court Judges  
Thomas J. Ralston, Court Administrator  
File

*For Court Use*

## SUPERIOR COURT

### TRAVEL AND EDUCATION BUDGET FORM

DATE OF REQUEST: \_\_\_\_\_  
NAME: \_\_\_\_\_  
LOCATION: \_\_\_\_\_  
TITLE OF COURSE: \_\_\_\_\_  
COURSE DESCRIPTION: \_\_\_\_\_  
DURATION: \_\_\_\_\_  
(Please attach a copy of brochure)

#### **EXPENSES-AMOUNTS (INDICATE IF ESTIMATE OR KNOWN)**

##### **Description/Dates of Travel**

REGISTRATION FEE	_____	_____
LODGING	_____	_____
MEALS	_____	_____
AIR FARE	_____	_____
CAR RENTAL	_____	_____
CAB/SHUTTLE	_____	_____
MEETING ROOMS, AV EQUIPMENT	_____	_____
OTHER TIPS	_____	_____
TOTAL REQUESTED	_____	_____

APPROVAL DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

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#### **TO BE COMPLETED BY COURT ADMINISTRATOR'S OFFICE**

##### **FUNDING SOURCE - LIST AMOUNTS BY SOURCE**

Superior Court Budget \$ \_\_\_\_\_

Judicial Education Funds:

Per Capita Allocation \$ \_\_\_\_\_

Scholarship \$ \_\_\_\_\_

Private Grant \$ \_\_\_\_\_

Other(describe):

\$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

##### **PROCEDURE:**

1)Original to President Judge Ridgely for approval.

2)After approval, distribution:

A) Robin Dahlgren in all cases

B) If judicial education funds:

Justice Berger

Judge Alford

Ms. Maquire